

**SUMMARY OF THE  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
FEBRUARY 20, 2003**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by telephone conference on Thursday February 20, 2003, at 1 p.m. Eastern Standard Time (EST). Chairperson Dr. Kenneth Jackson of the New York State Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance as identified in the committee's previously distributed agenda.*

**INTRODUCTION**

Dr. Jackson reviewed the minutes from the January 13, 2003 teleconference. These minutes were approved.

**AGENDA ITEMS**

**Amendments to the Constitution and Bylaws**

The proposed amendments, resulting from the open discussion at NELAC 8i, were discussed. Committee members expressed some reservation that the amended Constitution would allow other than an EPA employee to be the NELAC Director. It was also questioned how a non-EPA Director would be appointed, and who would approve the appointment. In spite of these reservations, it was agreed that the committee would make no further changes, since the changes already made reflect the wishes of those present during the discussion at the Eighth NELAC Interim Meeting (NELAC 8i).

Dr. Jackson agreed to forward the proposed amendments to RTI for publication prior to the Ninth NELAC Annual Meeting (NELAC 9), with the intent of voting on the proposed amendments at NELAC 9.

**New Sections for Chapter 1**

A section on requirements for acceptable standards development organizations, previously drafted by Ms. Ann Rosecrance and Dr. Andrew Eaton, was discussed. It was agreed that the essential requirements of openness, balance of interest, due process, appeals process, and defined consensus process were all included. The committee agreed to incorporate these requirements as a section of Chapter 1.

A proposed new section on standards review had been presented and discussed during an open session of NELAC 8i. Suggested modifications, received during that session, were made to the section.

## **Structure and Content of Chapter 1**

The committee worked systematically through Chapter 1, identifying those sections that are a standard, and those that are informational. Since future amendments to the chapter will be made by standards-development organizations, it was agreed that any section that is not a standard (i.e., that is informational ) would be deleted from the chapter. It may then be appropriate to prepare a separate informational document, incorporating some or all of these removed sections. This informational document would be the responsibility of NELAC.

Dr. Jackson will prepare a redline/strikeout version of the proposed amended Chapter 1 and will circulate this to the committee. If no major changes are proposed, the committee will approve this chapter by e-mail.

## **OTHER BUSINESS**

Comments received. The committee had received two suggestions for changes in glossary definitions. The first change pertained to inconsistencies between proposed terms to be used in the revised Chapter 5, and the second change pertained to differences in field of accreditation matrix and quality systems matrix. Since the Quality Systems standard is being re-written, the committee considered it premature to make the changes at this time. The committee will discuss the proposed changes during its working session at NELAC 9, when the revised language in Chapter 5 will be available.

## **NEXT TELECONFERENCE**

The next teleconference will be held March 20, 2003 at 1:00 - 2:30 p.m. Eastern Time.

## **ADJOURNMENT**

With no other business, the meeting was adjourned at 2:30 pm.

**ACTION ITEMS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
FEBRUARY 20, 2003**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Dr. Kenneth Jackson will forward the proposed Constitution and Bylaws changes to RTI	March 14, 2003
2.	Dr. Jackson will prepare a redline/strikeout version of the proposed amended Chapter 1 and will circulate this to the committee.	February 26, 2003

**PARTICIPANTS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
FEBRUARY 20, 2003**

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